



RICKY

Business Support Partner

Virtual BOOKKEEPING.



Reliable bookkeeping support for small and mid-sized service businesses.



RICKY

MEET RICKY.

I'm a finance and accounting professional with experience in the field since 2008, and a QuickBooks Online ProAdvisor. I provide reliable bookkeeping support to help service businesses keep their financial records accurate, organized, and up to date.

My goal is to take the bookkeeping workload off your plate, giving you clearer financial visibility and more time to focus on your clients, daily operations, and business growth.



Professional Background

Most Recent Role:

- Finance Manager — Logistics Industry
- Virtual Bookkeeper

Industry Experience:

- Logistics • Retail • Mining • Plantation • Professional Services

A Background You Can Rely On

My professional background includes experience as a Finance Manager, Senior Accountant, and Full-Charge Bookkeeper, working across logistics, retail, mining, plantation, and service-based businesses.

This experience helps me understand that bookkeeping isn't just about keeping records —it's about keeping the financial side of a business organized and useful.



WHAT I TAKE CARE OF.

What parts of your business can you stop worrying about?



Bookkeeping & Financial Records

Accurate and organized transaction records.



Cash Flow & Expense Tracking

Helping you understand your cash movement and spending.



Bank & Credit Card Reconciliations

Keeping your records aligned with your actual accounts.



Financial Reporting & Organization

Keeping your financial information structured and easier to review.



Accounts Payable & Receivable

Tracking bills, invoices, payments, and outstanding balances.



QuickBooks Online

Maintaining your books and keeping your financial data organized.



Month-End Close

Keeping your books ready for a clear month-end review.



You focus on your clients. I'll take care of the books.



IMPACT — BETTER BOOKS. BETTER BUSINESS.

When your finances are clear and organized, running your business becomes easier.



Better Financial Visibility

Know where your business stands. Have a clearer view of your income, expenses, cash flow, and overall financial position.



Make Better Decisions

Use reliable financial information when deciding where to spend, save, or invest.



Focus on What Matters

Spend less time dealing with financial details and more time serving your clients and running your business.



Stay in Control of Your Finances

Know what needs attention before small financial issues become bigger problems.



Plan for Growth

Use organized financial information to plan ahead and make more informed decisions about your business.



Your books shouldn't just tell you what happened. They should help you understand what's next.



SAMPLE OF WORK — Bank Reconciliation.

Helping ensure your recorded transactions match your actual bank activity.

Objective:

Reconcile the company's bank activity with its accounting records and identify any discrepancies.

Before Reconciliation

- Book balance: \$ 499,523.00
- Bank statement balance: \$ 502,022.00
- Difference: \$ 2,499.00

Items Identified

- Payment from customer: +\$ 2,749.00
- Bank service fee not recorded: -\$ 250.00

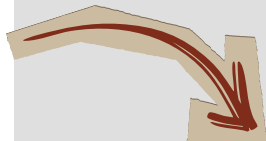
After Reconciliation

- Adjusted book balance: \$ 502,022.00
- Bank statement balance: \$ 502,022.00
- Difference: \$ 0.00 ✓

Bank Statement as of April 2025		
Bank account name:		: BrightPath Home Services LLC
Date	Description	Amount
4/3/2025	Beginning Balance	\$ 350,000.00
4/8/2025	Payment from VIP Customer A	\$ 100,000.00
4/10/2025	Interest earned	\$ 1,500.00
4/13/2025	Payout from Walk In Customer A	\$ 148,543.00
4/13/2025	Fees expense	\$ (740.00)
4/13/2025	Chargebacks	\$ (5,321.00)
4/15/2025	Payout from Walk In Customer B	\$ 12,151.00
4/20/2025	Payment from VIP Customer B	\$ 2,749.00 ✓
4/22/2025	Payout from Walk In Customer C	\$ 151,890.00
4/27/2025	Payment to AWS	\$ (8,500.00)
4/20/2025	Monthly bank service fees	\$ (250.00) ✓
4/30/2025	Salary	\$ (250,000.00)
4/30/2025	Closing Balance	\$ 502,022.00

Internal Records as of April 2025		
General Ledger Account #		: 110111
Date	Transaction Type	Amount
4/4/2025	Opening Balance	\$ 350,000.00
4/5/2025	Sales Revenue - VIP Customer A	\$ 100,000.00
4/10/2025	Interest Income	\$ 1,500.00
4/13/2025	Sales Revenue - Walk In Customer A	\$ 148,543.00
4/13/2025	Fees expense	\$ (740.00)
4/13/2025	Bad debt expenses	\$ (5,321.00)
4/15/2025	Sales Revenue - Walk In Customer B	\$ 12,151.00
4/22/2025	Sales Revenue - Walk In Customer C	\$ 151,890.00
4/27/2025	Account Payables	\$ (8,500.00)
4/30/2025	Employee payables	\$ (250,000.00)
4/30/2025	Closing balance	\$ 499,523.00

Description	Amount
Total Bank Closing Balance	\$ 502,022.00
Total Books Closing Balance	\$ 499,523.00
Difference and adjustments needed	\$ 2,499.00



Result

Financial records are reconciled, discrepancies are identified, and the books are ready for more reliable financial reporting.

Monthly Bank Reconciliation		
For the month of: April 2025		
Description	Individual Amount	Total Amount
Balance as per Bank Statement		\$ 502,022.00
Add:		
-	\$ -	
Less:		
-	\$ -	
Adjusted Bank Balance		\$ 502,022.00 ✓

Balance as per General Ledger Acc# 110111		\$ 499,523.00
Add:		
Sales Revenue 4/20/2025	\$ 2,749.00	
Less:		
Monthly bank service fees		
4/30/2025	\$ 250.00	
Adjusted General Ledger Acc# 110111		\$ 502,022.00 ✓
Difference and adjustments needed		\$ -



Accurate records. Clear numbers. Fewer surprises.



SAMPLE OF WORK — Accounts Payable.

Keeping your bills organized, so you stay in control.

Accounts Payable — June 2025

Supplier Name	Invoice #	Contact Name	Address	Email	Phone	Invoice Date	Due Date	Amount	Status
Texas Supply Co.	BILL-221	Megan Foster	2400 Industrial Blvd, Austin, TX 78744	megan.foster@example.com	(512) 555-0142	6/2/2025	6/12/2025	\$ 680.00	Paid
ServicePro Tools LLC	BILL-222	Kevin Brooks	1801 E 51st St, Austin, TX 78723	kevin.brooks@example.com	(512) 555-0168	6/4/2025	6/18/2025	\$ 425.00	Paid
ATX Utilities	BILL-223	Lisa Morgan	500 Congress Ave, Austin, TX 78701	lisa.morgan@example.com	(512) 555-0131	6/6/2025	6/20/2025	\$ 315.00	Due Soon
Lone Star Office Supply	BILL-224	Robert Hayes	7200 Burnet Rd, Austin, TX 78757	robert.hayes@example.com	(512) 555-0182	6/8/2025	6/22/2025	\$ 540.00	Outstanding
Capital Cleaning Products	BILL-225	Nicole Turner	3100 S I-35, Austin, TX 78704	nicole.turner@example.com	(512) 555-0176	6/10/2025	6/24/2025	\$ 275.00	Paid
Austin Fleet Services	BILL-226	Andrew Collins	4600 E Ben White Blvd, Austin, TX 78741	andrew.collins@example.com	(512) 555-0191	6/12/2025	6/26/2025	\$ 890.00	Outstanding
Hill Country Fuel Co.	BILL-227	Stephanie Reed	8500 Research Blvd, Austin, TX 78758	stephanie.reed@example.com	(512) 555-0154	6/15/2025	6/29/2025	\$ 1,120.00	Overdue
Green Valley Equipment	BILL-228	Mark Peterson	2701 S Lamar Blvd, Austin, TX 78704	mark.peterson@example.com	(512) 555-0117	6/18/2025	7/2/2025	\$ 1,475.00	Current
Austin Business Internet	BILL-229	Laura Bennett	901 W 5th St, Austin, TX 78703	laura.bennett@example.com	(512) 555-0129	6/20/2025	7/4/2025	\$ 360.00	Current
Texas Insurance Services	BILL-230	Jason Cooper	3800 N Lamar Blvd, Austin, TX 78705	jason.cooper@example.com	(512) 555-0188	6/22/2025	7/6/2025	\$ 725.00	Current
Total								\$6,805.00	

- Total Bills: 10
- Total Payables: \$6,805
- Paid: \$1,380
- Outstanding / Upcoming: \$5,425
- Overdue: \$1,120

What This Information Gives You:

Know What's Due

See which bills are coming up and when payments need to be made.

Better Cash Outflow Visibility

Understand upcoming cash outflows and plan your spending more effectively.

Avoid Missed Payments

Keep due dates visible so important bills are less likely to be overlooked.

Better Control Over Liabilities

Keep vendor bills organized and have a clearer view of where your business is spending money.



Know what you owe, when it's due, and what needs your attention.



SAMPLE OF WORK — Accounts Receivable.

Keeping track of bills, invoices, payments, and outstanding balances.

Accounts Receivable — June 2025

Customer Name	Invoice #	Contact name	Address	Email	Phone	Invoice Date	Due Date	Amount	Status
Austin Property Group	INV-1048	Michael Carter	1201 W 5th St, Austin, TX 78703	michael.carter@example.com	(512) 555-0148	6/1/2025	6/10/2025	\$ 1,850.00	Overdue
Greenway Property Management	INV-1049	Sarah Mitchell	3400 Bee Caves Rd, Austin, TX 78746	sarah.mitchell@example.com	(512) 555-0172	6/3/2025	6/17/2025	\$ 1,275.00	Paid
Hill Country Rentals LLC	INV-1050	James Anderson	2201 S Congress Ave, Austin, TX 78704	james.anderson@example.com	(512) 555-0193	6/5/2025	6/19/2025	\$ 2,400.00	Paid
Westlake Office Solutions	INV-1051	Emily Roberts	5000 Plaza on the Lake, Austin, TX 78746	emily.roberts@example.com	(512) 555-0126	6/7/2025	6/21/2025	\$ 980.00	Due Soon
Lone Star Properties	INV-1052	Daniel Wilson	901 S MoPac Expy, Austin, TX 78746	daniel.wilson@example.com	(512) 555-0164	6/10/2025	6/24/2025	\$ 3,200.00	Outstanding
Oakwood Residential Services	INV-1053	Olivia Thompson	6101 N Lamar Blvd, Austin, TX 78752	olivia.thompson@example.com	(512) 555-0185	6/12/2025	6/26/2025	\$ 1,450.00	Paid
Capital City Facilities LLC	INV-1054	Christopher Brown	1800 E 6th St, Austin, TX 78702	christopher.brown@example.com	(512) 555-0119	6/15/2025	6/29/2025	\$ 2,175.00	Outstanding
Riverside Business Center	INV-1055	Jessica Davis	2600 W William Cannon Dr, Austin, TX 78745	jessica.davis@example.com	(512) 555-0157	6/18/2025	7/2/2025	\$ 1,275.00	Current
Barton Creek Hospitality Group	INV-1056	Matthew Harris	8212 Barton Club Dr, Austin, TX 78735	matthew.harris@example.com	(512) 555-0135	6/20/2025	7/4/2025	\$ 1,850.00	Current
North Austin Business Park	INV-1057	Amanda Clark	9700 Research Blvd, Austin, TX 78759	amanda.clark@example.com	(512) 555-0198	6/22/2025	7/6/2025	\$ 2,650.00	Current
Total								\$19,105.00	

- Total Invoices: 10
- Total Invoiced: \$19,105
- Paid: \$5,125
- Outstanding: \$13,980
- Overdue: \$1,850

What This Information Gives You:

Know What’s Coming In
See how much money your customers currently owe your business.

Know What Needs Attention
Quickly identify overdue and upcoming invoices that may require follow-up.

Better Cash Flow Visibility
Understand expected incoming payments and plan your cash flow more effectively.

Better Receivables Organization
Keep customer balances and payment information clear, accurate, and easy to review.



Know what you're owed, what's overdue, and what needs your attention.



SAMPLE OF WORK — Daily Expenses (Petty Cash).

Keep small expenses organized, documented, and under control.

What This Information Gives You:

Know Where Cash Goes

See exactly how petty cash is being used and what each expense is for.

Better Expense Accountability

Keep receipts, approvals, and expense categories properly documented.

Stay on Top of Cash Balance

Know how much petty cash is available and when it needs to be replenished.

Clearer Expense Tracking

Keep small business expenses organized and easier to review during reconciliation.

Petty Cash Log							
For 06/01/2025 through 06/24/2025				Balance \$800.65			
Date	Receipt No	Description	Amount Deposited	Amount Withdrawn	Charged to	Received by	Approved by
6/1/2025	PC-001	Petty cash replenishment	\$500.00		General Operations	Emily Carter	Michael Anderson
6/3/2025	PC-002	Office stationery and supplies		\$42.75	Office Supplies	James Wilson	Michael Anderson
6/5/2025	PC-003	Parking fee for client visit		\$18.00	Client Services	Sarah Mitchell	Michael Anderson
6/7/2025	PC-004	Coffee and refreshments for team meeting		\$36.50	Staff Meeting	Robert Davis	Michael Anderson
6/10/2025	PC-005	Local courier and delivery expense		\$27.80	Delivery & Transportation	Emily Carter	Michael Anderson
6/12/2025	PC-006	Petty cash replenishment	\$300.00		General Operations	Michael Anderson	Emily Carter
6/14/2025	PC-007	Printer ink and paper		\$64.25	Office Supplies	James Wilson	Michael Anderson
6/17/2025	PC-008	Client meeting parking and tolls		\$31.40	Client Services	Sarah Mitchell	Michael Anderson
6/20/2025	PC-009	Office cleaning supplies		\$28.65	Office Maintenance	Robert Davis	Michael Anderson
6/24/2025	PC-010	Petty cash replenishment	\$250.00		General Operations	Michael Anderson	Emily Carter
Total	10		\$1,050.00	\$249.35			



Small expenses add up. Keep every dollar accounted for.



See where your money comes from, where it goes, and what's ahead.

**Know your cash today.
Plan for what's next.**

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SAMPLE OF WORK — Monthly Income Statement.

See how your business performed this month.

Income Statement		
As of June 2025		
Revenue		
Gross sales	\$ 78,000.00	
Less: Sales returns and allowances	\$ 12,000.00	
Net sales		\$ 66,000.00
Expenses		
Rent	\$ 200.00	
Amortization	\$ 320.00	
Utilities	\$ 256.00	
Wages & direct costs	\$ 4,551.00	
Commissions	\$ 2,100.00	
Supplies	\$ 6,652.00	
Marketing	\$ 1,535.00	
Logistics	\$ 243.00	
Repairs and maintenance	\$ 842.00	
Miscellaneous	\$ 154.00	
Depreciation	\$ 250.00	
Interest	\$ 149.00	
Total expenses		\$ 17,252.00
Net operating income		\$ 48,748.00
Other income		
Gain (loss) on sale of assets	\$ 450.00	
Interest income	\$ 84.00	
Total other income		\$ 534.00
Net income (loss)		\$ 49,282.00

What This Information Gives You:

 **Know Your Revenue**
See how much your business earned during the month.

 **Understand Your Expenses**
See where your money is being spent and which costs affect your business.

 **See Your Profitability**
Understand the relationship between your revenue, expenses, and net income.

 **Spot What Needs Attention**
Identify unusual changes in income or expenses that may need a closer look.

 **Make Better Decisions**
Use a clearer view of your monthly financial performance to guide your next steps.



Know what you earned, what you spent, and what your business kept.



RICKY

EDUCATION & CERTIFICATION

Solid accounting knowledge and practical QuickBooks expertise to support accurate, organized bookkeeping.



Bachelor's Degree in Accounting

Formal accounting education gives me a strong foundation in financial records, reporting, reconciliations, and understanding how the numbers behind your business connect.



Certified QuickBooks Online ProAdvisor (2025)

Certified in QuickBooks Online to help keep your books properly organized, maintained, and easier for you to review.



WHAT MY CLIENT SAYS

Feedback from a business owner I support

The Value I Bring to RajaAmpat Adventures:



Organized Expense Tracking

A clearer view of money coming in and going out.



Cash Flow Visibility

Business cash flow is easier to monitor and review.



Monthly Financial Reporting

Clear and organized monthly financial information to help understand the business performance.



Ongoing Support

Reliable support for keeping financial information up to date.



I've had the pleasure of working with Ricky since 2010, and he has been an exceptional asset to our team. He is incredibly reliable, detail-oriented, and always responsive to our needs. His expertise in bookkeeping has been instrumental in maintaining the financial health of Raja Ampat Adventures. More than that, Ricky is someone we've always been able to count on.... he's dependable, flexible, and a truly valuable partner to our business. Ricky's been a trusted partner through it all and we continue to rely on his services to this day.

Deni RajaAmpat

Business Owner

 www.rajaampatadventures.com

 @RajaAmpatDeni



LET'S WORK TOGETHER

Ready to Take Bookkeeping Off Your Plate?

If you're looking for reliable bookkeeping support to keep your financial records organized and up to date, I'd be happy to learn more about your business and see how I can help.



Email: ricky@workwithricky.my.id



Website: www.workwithricky.my.id



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Phone / WhatsApp: (+62)858-2769-0501



You focus on running your business. I'll help keep the numbers organized.

Thank
you.